



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Complex Paralegal Litigation

Paralegal Duties:

- File Management for all cases
- Interface with vendors and contractors, and reconcile accounts of same
- Review and reconcile financial/accounting data received from entities under investigation or in litigation
- Copying, distributing and mailing documents to courts and opposing counsel
- Preparing Court Documents
- Legal Research
- Writing summary memos
- Assist in investigations, interviews, document productions, and document management
- Assist in preparation of discovery
- Maintain calendars of attorney due dates
- Obtain case information upon request from court personnel and opposing counsel
- Docket pleading and other documents
- Additional duties as assigned by the Deputy Attorney General

Requirements & Skills:

- Proficient at word processing (Word 2000 or equivalent), email (Outlook 2000 or equivalent)
- Good public relations skills, including ability to work with consumers to obtain information in a timely manner
- Pleasant telephone demeanor, as consumers and opposing counsel must frequently be contacted by phone
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections
- Familiarity with summary judgment process, including admissibility of evidence
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required
- Awareness of ethical concerns, including need for confidentiality
- Paralegal degree or equivalent required